



## Wichita Police Department Policy Manual

Approved by:

Policy 713 – SPIDER (Special Police Information Data Entry and Retrieval)

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Maintained by:  
RecordsBureau

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- 713.01 SPIDER is an information unit designed to provide service to members of the Wichita Police Department, Sedgwick County Sheriff's Office, and area Law Enforcement.
- 713.02 SPIDER communications shall be conducted on Wichita Police Department 800 MHz radio channels SPIDER 1 AND SPIDER 2.
- 713.03 R Members of the Wichita Police Department can access many services via their mobile computer terminals (MCTs). If an MCT is not available or additional information is necessary, SPIDER provides all of the following services, via radio or telephone:
- A. Check for persons wanted by local authorities or through the National Crime Information Center [NCIC];
  - B. Check for items listed as stolen, such as: vehicles, license plates, guns, bicycles, or any items with unique serial numbers;
  - C. Check registration information on vehicles, license plates, bicycles, and boats;
  - D. Dispatch wrecker services for private- tows or police impounds;
  - E. Contact the appropriate public service agency, utility company or other proper authority to respond to the scene of defective traffic signals, hazardous street conditions, utility poles/lines down, water/gas lines broken, dead/ injured animals, etc.
  - F. Enter, retrieve, or modify information on store reports;
  - G. Enter, retrieve, modify, or cancel police information in the WPD and/or NCIC computer systems; and
  - H. Maintain a copy of the current Police Chaplain duty schedule, and contact via telephone the on-duty Chaplain when requested by any Department member.
- 713.04 SPIDER monitors telecommunications equipment for communication with other law enforcement agencies.
- A. All teletype messages should be submitted in writing.
  - B. In emergencies, teletype messages can be given verbally to SPIDER, if authorized by a supervisor.
- 713.05 Transmissions on radio channels SPIDER 1 and SPIDER 2 shall be limited to legitimate requests for information or services from SPIDER.
- A. Full record checks shall not be transmitted on SPIDER 1 and SPIDER 2.
  - B. Vehicle-to-vehicle radio traffic shall be limited to official police activities, and shall not be conducted on SPIDER 1 or SPIDER 2 unless all other radio channels are inoperative.
  - C. Only official business messages and telephone calls will be handled by SPIDER.
- 713.06 SPIDER may only disseminate Criminal History Record Information by email if the sender and receiver use a FBI Law Enforcement Online (LEO) account or other approved secure email method. Non-criminal history record information may be transmitted via the City's email server to internal and external users.